

	Community Development Permit Center	Procedure:	BLDG-0124
	One Twin Pines Lane, Suite 110 Belmont, CA 94002	Effective Date:	11/19/1999
	Elevation & Footprint Verification by a Surveyor	Last Revised:	1/15/2016
		Approved by:	
		Mark A. Nolfi Building Official	

Per Section 107.1 of the California Building Code

"Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional."

Prior to calling for the foundation form and steel inspection, the applicant must provide a letter to the Building Division, which certifies that the pad elevation and location for each new building is as found on the approved set of plans. The Building Official reserves the right to require additional elevation certification.

The applicant must submit a letter to the Building Division prior to the initial call for foundation steel and form inspection . The letter must contain all of the following elements:

1. Company letterhead of the surveyor or civil engineer.
2. The licensed professional's wet stamp & signature.
3. The letter must state the following:
 - a. The licensed professional has visited the site.
 - b. The pad elevation height, as measured from the top of the foundation form board*, is as found on the approved set of plans.
 - c. The pad elevation height is measured at _____feet, as found on the approved set of plans.
 - d. The building is certified as to its location as found on the approved set of plans.

*** Note: If you are pouring foundation concrete before form boards are set then your licensed professional must establish an alternate datum and, using that datum, verify the building location and pad elevation.**